

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION



ASSOCIATE IN POSTSECONDARY EDUCATION STUDIES

OPEN NONPROMOTIONAL

CALIFORNIA STATE GOVERNMENT AN AFFIRMATIVE ACTION EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

HOW TO APPLY

Submit applications in person or by mail with:

State Personnel Board
Exam Services, MS-37
801 Capitol Mall
Sacramento, CA 95814

FINAL FILING DATE: January 26, 2006

Application (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

QUALIFICATION APPRAISAL: It is anticipated that interviews will be held during February/March 2006.

SALARY RANGE: Range A: \$4031 - \$4896
Range B: \$4867 - \$5914

Range A. This range shall apply to those individuals who do not meet the criteria for Range B.

Range B. This range shall apply to those individuals who have satisfactorily completed 12 months as an Associate in Postsecondary Education Studies, Range A, or who have:

- a. Two years of policy research and analysis experience under the supervision of a project leader, gathering and analyzing data, developing policy statements for consideration by management and drafting reports, either: (1) at an agency responsible for statewide or national coordination of postsecondary education; or (2) in the headquarters office of a system of higher education, such as the Chancellor's or President's Office; or
- b. Three years of experience, either: (1) involving policy research and analysis in matters affecting postsecondary education; or (2) involving capital outlay for an agency at the State or Federal policy level; or (3) as a full-time teacher in an accredited college or university with at least one year of experience in higher education policy research and analysis; or
- c. An earned doctorate degree; or
- d. An earned master's degree granted by an accredited institution of higher learning that is nationally recognized by the US Department of Education.

(Experience and/or education used to qualify under the minimum qualifications for this class may not be utilized again for movement to Range B.)

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

OPEN NONPROMOTIONAL – CAREER CREDITS/VETERANS PREFERENCE POINTS
Applications will not be accepted on a promotional basis. Career credits will be granted. Candidates eligible to receive career credits must indicate that their current position qualifies them for this credit in Section #4 of the application (Form 678).

Veterans Preference Credit will not be granted.

ELIGIBLE LIST INFORMATION:

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EDUCATION: Possession of an earned bachelor's degree, preferably supplemented by an earned master's or doctorate degree by an accredited college or university that is nationally recognized by the US Department of Education as being accredited

EXPERIENCE SUBSTITUTION: Possession of an earned master's degree granted by an accredited institution of higher education may be substituted for up to one year of non-State administrative and teaching or research experience. Possession of an earned doctoral degree granted by an accredited institution of higher education may be substituted for up to two years of non-State administrative and teaching or research experience.

Either I

EXPERIENCE: One year of policy research and analysis experience under the supervision of a project leader, gathering and analyzing data, developing policy statements for consideration by management and drafting reports, either (1) at an agency responsible for statewide or national coordination of postsecondary education; or (2) in the headquarters office of a system of higher education such as the Chancellor's office of CSU or CCC or President's Office of UC.

Or II

Two years of experience in one or a combination of (1) policy research and analysis in matters affecting postsecondary education; or (2) capital outlay for an agency at the State or Federal policy level; or (3) teaching full time in an accredited college or university with at least six months of experience in higher education policy research and analysis.

SPECIAL PERSONAL CHARACTERISTICS: Willingness to participate in professional groups and organizations and willingness to travel throughout the State and nation.

THE POSITION

This is the entry and first working level of the series. It is used as a recruiting and developmental class for analytical research work in one or more functional areas of the California Postsecondary Education Commission. Incumbents work under supervision (the degree of supervision depending upon difficulty of assignment) while performing the less complex, professional work associated with conducting postsecondary education studies. Positions are permanently allocated to this class when a major portion of tasks performed do not include the more difficult assignments found in the full journey person level. Incumbents may also assist a higher level Associate on a specific phase of a more complex project.

These positions exist in Sacramento.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal panel

(QAP) interview weighted 100%. The QAP is based on the knowledge and abilities listed below in the scope and is comprised of job related questions. These questions may contain a structured feature in which candidate will be given time to prepare their responses prior to participating in the oral portion of the QAP. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **Competitors who do not appear for the QAP will be disqualified.**

**QUALIFICATIONS APPRAISAL PANEL
WEIGHTED 100.00%**

SCOPE:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

1. Principles, practices, standards, trends, and procedures in one or more policy areas such as facilities planning for postsecondary education, curricula and instructional methods, or finance and budget preparation and analysis.
2. Principles and practices of educational organization and administration.
3. Research methods and techniques; report writing.
4. Federal and State legislation and administrative policies pertaining to postsecondary education.

B. Ability to:

1. Assist in designing, conducting and presenting research studies.
2. Participate effectively in conferences and meetings.
3. Establish and maintain good relationships with those contacted in the work.
4. Analyze situations accurately and take effective action.
5. Present ideas clearly and concisely in oral and written form.

A. Knowledge of:

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the State Personnel Board three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices or website at www.spb.ca.gov, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) taking the GED Test and scoring at least 35 on each of the five subtests and averaging 45 for all of the subtests; 3) completion of 12 semester units of college-level work; 4) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 5) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)
TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.